



SALESPERSON LICENSING APPLICATION INSTRUCTIONS FOR INITIAL, RENEWAL AND REINSTATEMENT APPLICATIONS

SUBJECT: Instructions for completing Broker's Original, Renewal and Reinstatement Application Pursuant to §36-85.18 of the Code of Virginia, the Manufactured Housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salesperson. Below you will find detailed instructions on how to properly complete the necessary application to become a licensed Broker. Should you have any questions or comments you any contact the State Building Codes Office at (804) 371-7150.

INITIAL LICENSE: *(please complete all questions)*

- QUESTION 1:** Mark application as *Initial* license.
- QUESTION 2 - 6:** Provide Dealer information where salesperson shall be working to include business phone, mailing address, physical address, and the business federal identification number (F.I.N.) this is a nine digit number assigned by the federal government for tax purposes.
- QUESTION 7:** Provide name of individual applying for the sales person license
- QUESTION 8:** Provide e-mail address for the individual applying for the salesperson license.
- QUESTION 9:** Provide mailing address for the individual applying for the salesperson license.
- QUESTION 10:** Provide phone number for individual applying for salesperson incense
- QUESTION 11:** Provide the birth date, height, weight, hair color, eye color and specify male or female for person applying for salesperson license.
- QUESTION 12:** Provide license numbers for any other licenses that have been issued by the Board for the individual applying for salesperson license in the past five years.
- QUESTION 13:** Answer each question "A through E" in this section. If any answer is "**yes**" please supply explanation and any supporting documents; which may include probation papers and or release documents from the court of record to include names and dates and any finial orders.
- QUESTION 14:** Please read and sign the "Statement of Compliance"; to be completed by the individual applying for the salesperson license.

RENEWAL LICENSE:

- Complete question #1 by marking application as ***Renewal*** license
- Complete questions #2 through #10, #13 and #14.
- Provide updates to the balance of the License Application when the information has changed from *initial application for licensing*.
- All renewal applications to be accompanied by copy of prior license or renewal notice.

REINSTATEMENT LICENSE

If the board does not receive a license holders' renewal within 30 days of license expiration date, or license has been revoked or not renewed by the board this section shall apply. Licenses that have been expired for a year or more from the date of expiration shall submit for a new license and are not eligible for reinstatement.

- Complete question #1 by marking application as ***Reinstatement*** license
- Complete question numbers 2 through 10, 13 and 14.
- Provide updates to the balance of the Licensing Application when the information has changed from *initial application for licensing*.
- All reinstatement applications to be accompanied by copy of prior license or renewal notice.

NOTE:

Return the completed application with a check or money order made payable to the “**Treasurer of Virginia**” and mail to the following address:

**Virginia Department of Housing and Community Development
Division of Building & Fire Regulation
P.O. Box 652
Richmond, VA 23218-0652**

APPLICATION FEES DUE:**INITIAL LICENSE:**

- Deposit to Transaction Recovery Fund \$50.00;
- Licensing fee \$100.00.

RENEWAL LICENSE:

- Licensing fee \$100.00

REINSTATEMENT LICENSE:

- Reinstatement fee includes Licensing fee \$300.00